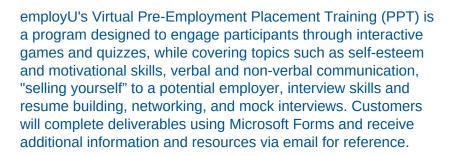# employU
Virtual Pre-Employment Training (PPT) Workshop

20-hour Virtual Workshop (5 hours per day for 4 days)

Participants must have:

- **Reliable Internet**

- **Computer (no tablets)**

- **Microphone and video capability**

- **Basic computer and typing skills**

employU's Virtual Pre-Employment Placement Training (PPT) is a program designed to engage participants through interactive games and quizzes, while covering topics such as self-esteem and motivational skills, verbal and non-verbal communication, "selling yourself" to a potential employer, interview skills and resume building, networking, and mock interviews. Customers will complete deliverables using Microsoft Forms and receive additional information and resources via email for reference.

Day One (5 hours): Positive Attitude and Confidence, Positive Self-Talk, Setting and Achieving Goals, Selling Points (Elevator Speech), Communication Skills and Body Language

Day Two (5 hours): Conflict Resolution, Interview Skills, Commonly Asked Interview Questions, Mock Interviews, Appropriate Dress, Social Media and Online Networking, Email Guidelines

Day Three (5 hours): Assertiveness, Resume Tips/ Development, Job Descriptions and Job Search, Basic Job Application, Planning for the Future, Career Interest Survey, Stress Management

Day Four (5 hours): How to Follow-up After an Interview, Being a Great Employee, Positive Affirmations, Reality of Work, Transportation Options, Budgeting, ABLE United

PRIOR TO CLASS DATE:

- Customers will receive an introductory video with instructions,

- Fill out a survey to gauge tech skills, experience using online platforms, reading and writing ability, and

- Participate in a 15-minute "tech check" to practice utilizing Microsoft Teams

CLASS DATES

employU is scheduling classes on a weekly basis so long as VR allows for virtual classes. Adult classes are mostly during the week, and youth classes are mostly during weekends.

Please send referrals for any customers you believe will benefit.

*PPT Benchmark is required